

City of Bishop
PLANNING COMMISSION
SPECIAL MEETING AGENDA
City Council Chambers – 301 West Line Street
Bishop, California 93514

Date:

February 14, 2011
4:00 P.M.

Notice to the Public:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk (760) 873-5863. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35.104 ADA Title II).

Any writing that is a public record that relates to an agenda item for open session distributed less than 72 hours prior to the meeting will be available for public inspection at City Hall, 377 West Line Street, Bishop, California.

Public Comment: This time is set aside to receive public comment on matters not calendared on the agenda.

Joint Meeting with City Council: A joint meeting will be called to order by the Commission and roll will be taken.

Discussion:

- (1) Review roles, responsibilities, priorities for Commission
- (2) Council/Commission communications
- (3) Silver Peak Design Charrette (IMACA) - Power Point Presentation
(handouts to be provided)
- (4) Emergency Shelter Informational Session

Adjournment: The next regularly scheduled meeting of the Planning Commission will be February 22, 2011 at 7:00 P.M. in the Bishop City Council Chambers, 301 West Line Street, Bishop.

AGENDA ITEM NO. <hr/>

TO: CITY COUNCIL
PLANNING COMMISSION

FROM: JAMES M. SOUTHWORTH, CITY ADMINISTRATOR

SUBJECT: Joint Meeting - City Council and Planning Commission

DATE: February 14, 2011

Discussion: 1/10/11, 11/22/10, 10/19/10

First Reading: n/a

Budget/Source: n/a

- Attachments:**
1. Code Chapter 2.24, Planning Commission and related laws
 2. Staff Report to Planning Commission (DRAFT)
 3. Draft proposed Zoning Ordinance amendment
 4. Draft proposed Zoning Map amendment
 5. Schedule For Adoption Of Zoning Overlay For Emergency Shelters

Background/Discussion:

This meeting was scheduled per prior request of the City Council to meet with its three Commissions. The basic agenda format for these meeting was set at the Council meeting on January 10, 2011. This joint meeting can also take advantage to topics previously schedule for the Council, the Silver Peaks Design Charrette by IMACA and the Emergency Shelters zoning proposal:

DISCUSSION

1. Review roles, responsibilities, priorities for Commission.
2. Council/Commission communications.
3. Silver Peaks Design Charrette.
4. Emergency Shelters zoning proposal - informational session.

1. Roles, Responsibilities, Priorities. To facilitate discussion of roles and responsibilities, the City Code which established the Planning Commission, Chapter 2.24, is attached, with "Powers and duties" specified in Section 2.24.060. The Planning Commission is designated at the "Advisory Agency" in Chapter 16.12.020 of the Subdivisions ordinance. There are various administrative and quasis judicial functions delegated to the Commission elsewhere in Title 16, Subdivisions and in Title 17, Zoning. State law also specifies various functions and duties for a Planning Commission.

2. Communications. Regarding Council/Commission communications, it is noted that (1) a staff role is to relay information between Council and Commission, (2) that Commission agendas, minutes, and reports are provided to the Council.

3. Silver Peaks Design Charrette. Main purposes of the Design Charrette are to incorporate Council preferences into Silver Peaks project planning and to achieve the highest quality site and architectural designs for development. A PowerPoint presentation will be made by Larry Emerson of Inyo Mono Advocates for Community Action, Inc. (IMACA). Presentation handouts will be provided for note taking during the presentation.

4. Emergency Shelter zoning proposal - informational session. Government Code Section 65583, Chapter 633 (2008) was enacted to address the critical needs of the homeless population and persons with special needs throughout California. At this informational session staff will introduce a draft proposed zoning ordinance amendment to create provisions for an Emergency Shelter overlay zone. In an area covered by this overlay zone, and Emergency Shelter would be a permitted use by right, without conditions. There is also a proposed zoning map amendment to establish an Emergency Shelters overlay zone in northeastern Bishop where Emergency Shelters would be permitted to locate. This provision for allowing Emergency Shelter is required to bring the City into compliance with the new laws concerning Emergency Shelters and with the adopted City of Bishop 2009 Housing Element. It is also a requirement for continued eligibility for many grant programs.

Recommendation:

Hold Joint Meeting with Planning Commission per agenda.

Attachment 1
Chapter 2.24 - Planning Commission

2.24.010 - Created.

*There is created a planning commission for the city.
(Prior code § 2-15)*

2.24.020 - Membership.

A. *The planning commission shall consist of seven members who shall, whenever possible, be residents and citizens of the city of Bishop.*

B. *Appointments shall be by the city council on the basis of nominations submitted pursuant to the policy manual of the city.*

(Prior code § 2-16)

2.24.030 - Terms of office—Vacancy filling.

Of the members of the commission first appointed, two shall be appointed for a term of one year, one shall be appointed for a term of three years, and three shall be appointed for a term of four years, from and after the date of their appointment, respectively. Their successors shall be appointed for terms of four years. If a vacancy occurs otherwise than by expiration of term, it shall be filled by appointment by the mayor with the approval of the city council for the unexpired portion of the term. Any member of the planning commission who fails to attend two consecutive, or a total of four, regular meetings in any twelve-month period, without a prior leave of absence having been sought and granted by the chairman or chairman pro tem, shall be deemed to have resigned from the commission and the vacancy thereby created. Any appointee member of such commission may be removed by the mayor with the approval of a majority vote of the city council.

(Prior code § 2-17)

2.24.040 - Compensation.

Commissioners shall receive fifty dollars per calendar month in which a commission meeting is held and attended; however, no commissioner shall receive more than fifty dollars in any calendar month. Any necessary expense incurred by a member while acting in an official capacity will be reimbursed subject to prior city council approval.

(Prior code § 2-18)

(Ord. No. 522, § 1, 8-11-2008)

2.24.050 - Election of officers—Organization.

The planning commission shall elect a chairman from the seven appointed members for a term of one year and subject to other provisions of law, may create and fill such other offices as such commission may deem necessary. The commission shall hold at least one regular meeting each quarter per calendar year. Such commission may hold such additional and special meetings as may be called by the chairman thereof by notice in writing to each member of the commission. The commission shall adopt rules for the transaction of business.

(Prior code § 2-19)

2.24.060 - Powers and duties.

The city planning commission shall keep records of its business transactions, findings and determinations, which records shall be public records. The city planning commission may, with the approval of the city council, appoint such officers and employees as it may deem necessary for its work. The city planning commission may also recommend to the city council the employment of planning consultants and other specialists for such services as it may require. The city planning commission shall perform such functions and duties and shall have such powers and duties as are prescribed by law and in particular as prescribed in Chapter 3 of Title 7 of the Government Code of

the state, and amendments thereto. The city planning commission shall perform such other functions and duties with respect to city planning matters as the city council shall refer.

(Prior code § 2-20)

2.24.070 - Conferences and meetings.

It shall be the duty of the members of the city planning commission to inform themselves on matters affecting the functions and duties of the city planning commission, and to that end, when authorized by the city planning commission, with approval of the city council, may attend planning conferences or meetings of planning executives, hearings on planning legislation or other matters affecting the work of the city planning commission or any part thereof.

(Prior code § 2-21)

2.24.080 - Expenditures.

Any expenditures of the city planning commission shall be within the amount appropriated for that purpose by the city council, which city council shall provide the funds, equipment and accommodations necessary for the city planning commission's work.

(Prior code § 2-22)

Chapter 16.12.020 of Title 16 Subdivisions designates the Planning Commission as the Advisory Agency. Various administrative/quasi judicial functions are delegated to the Commission elsewhere in the Title 16, .and in **Title 17, Zoning.**

State Law Provisions & Requirements for Local Planning (and Planning Commissions):

- **Local planning generally** - Government Code Sec §65000 (see below **SEC 65100-65106, in particular 65103, planning functions**)
- Local authority to regulate land use - Government Code Sec §65850
- Local zoning administration - Government Code Sec §65900
- Subdivision Map Act - Government Code Sec §66410

GOVERNMENT CODE SECTION 65100-65106

65100. There is in each city and county a planning agency with the powers necessary to carry out the purposes of this title. The legislative body of each city and county shall by ordinance assign the functions of the planning agency to a planning department, one or more planning commissions, administrative bodies or hearing officers, the legislative body itself, or any combination thereof, as it deems appropriate and necessary. In the absence of an assignment, the legislative body shall carry out all the functions of the planning agency.

65101. (a) The legislative body may create one or more planning commissions each of which shall report directly to the legislative body. The legislative body shall specify the membership of the commission or commissions. In any event, each planning commission shall consist of at least five members, all of whom shall act in the public interest. If it creates more than one planning commission, the legislative body shall prescribe the issues, responsibilities, or geographic jurisdiction assigned to each commission. If a development project affects the jurisdiction of more than one planning commission, the legislative body shall designate the commission which shall hear the entire development project.

(b) Two or more legislative bodies may:

(1) Create a joint area planning agency, planning commission, or advisory agency for all or prescribed portions of their cities or counties which shall exercise those powers and perform those duties under this title that the legislative bodies delegate to it.

(2) Authorize their planning agencies, or any components of them, to meet jointly to coordinate their work, conduct studies, develop plans, hold hearings, or jointly exercise any power or perform any duty common to them.

65101.1. The Hoopa Valley Business Council, as the governing body of the Hoopa Valley Indian Tribe, may participate as a legislative body, pursuant to subdivision (b) of Section 65101 on the Humboldt County Association of Governments and for that purpose may enter into a joint powers agreement with the parties thereto and shall be deemed to be a public agency for purposes of Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1. The Legislature finds and declares that the unique circumstances of Humboldt County necessitate this special law.

65102. A legislative body may establish for its planning agency any rules, procedures, or standards which do not conflict with state or federal laws.

65103. Each planning agency shall perform all of the following functions:

(a) Prepare, periodically review, and revise, as necessary, the general plan.

(b) Implement the general plan through actions including, but not limited to, the administration of specific plans and zoning and subdivision ordinances.

(c) Annually review the capital improvement program of the city or county and the local public works projects of other local agencies for their consistency with the general plan, pursuant to Article 7 (commencing with Section 65400).

(d) Endeavor to promote public interest in, comment on, and understanding of the general plan, and regulations relating to it.

(e) Consult and advise with public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens generally concerning implementation of the general plan.

(f) Promote the coordination of local plans and programs with the plans and programs of other public agencies.

(g) Perform other functions as the legislative body provides, including conducting studies and preparing plans other than those required or authorized by this title.

65104. The legislative body shall provide the funds, equipment, and accommodations necessary or appropriate for the work of the planning agency. If the legislative body, including that of a charter city, establishes any fees to support the work of the planning agency, the fees shall not

exceed the reasonable cost of providing the service for which the fee is charged. The legislative body shall impose the fees pursuant to Section 66016.

65105. In the performance of their functions, planning agency personnel may enter upon any land and make examinations and surveys, provided that the entries, examinations, and surveys do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

65106. Upon request all public officials shall furnish to the planning agency within a reasonable time any available information as may be required for the work of the planning agency.

PLANNING COMMISSION STAFF REPORT
PROPOSED EMERGENCY SHELTER (ES) COMBINING DISTRICT
CITY OF BISHOP HOUSING ELEMENT COMPLIANCE PROJECT

Project Description: The City of Bishop is proposing an amendment to the Zoning Regulations and official Zoning District Map to include a definition for “Emergency Shelter,” an Emergency Shelter overlay zone, and standards for emergency shelters.

Background: State Law (Government Code §65583) was amended on January 1, 2008 through Chapter 633 Statutes of 2007 (SB2) to strengthen requirements governing emergency shelters. The law now requires:

- At least 1 zone to allow emergency shelters without CUP or other discretionary action
- Sufficient capacity to accommodate need and at least 1 year-round emergency shelter
- Permit procedures that encourage and facilitate shelter development or conversion
- Requirements no greater than required for other approved uses in the zone
- Written and objective standards may be provided (3 beds, length of stay, security, etc.)
- Allows need to be met with existing ordinances or demonstrate that need can be met through existing shelters or an adopted multi-jurisdictional agreement
- Limits ability to deny approval to qualified shelter projects

The law is designed to facilitate efforts to address the critical needs of homeless population and persons with special needs throughout all communities in California. Prior to SB 2, housing element law required local governments to identify zoning to encourage and facilitate emergency shelters; SB2 strengthened these requirements by requiring identification of at least 1 zone where shelters are allowed by right, and provided that the zone could be identified through amendment to an existing zoning district, creation of a new zoning district, or through an overlay to an existing zoning district.

Characterization of Need and Resources Currently Available in Bishop: SB2 requires that the process address the compatibility and suitability of the zone. This is achieved by considering other uses that are permitted in the zone, and whether the zone is suitable for emergency shelters. Transitional zones and commercial zones that allow residential and residential-compatible uses (such as social services) are specifically cited as suitable zones for this use. The process must also include an assessment of need based on estimates of the homeless population, and this information must be used to verify that the proposed zone will have sufficient capacity to accommodate that need.

The 2009 *Housing Element* provides information about the homeless population in Bishop. According to the Inyo County Mental Health Director, at any point in time in 2004, there were approximately 25 homeless individuals in Inyo County. The Federal Task Force on Homelessness and Severe Mental Illness estimates that 33% of those that are homeless have a serious mental illness (SMI); of these, 40-60% has a co-occurring substance abuse disorder. In Inyo County, this would result in approximately 8 homeless individuals per year who require mental health/co-occurring disorder services. While this population is mostly adult, there may be some transition age youth and older adults in the homeless population. Using the City’s 19.5% share of population in the county, Bishop can expect approximately 5 homeless individuals, of whom 2 would have a co-occurring SMI and/or substance abuse disorder.

It is anticipated that the existing facilities and future facilities that may be provided in the proposed emergency shelter combining district will enable the City of Bishop to more than meet the needs of its homeless population and fully comply with requirements of SB2.

Implementation Timeframe: In compliance with State Law as noted above, the 2009 Housing Element requires that the City identify a specific zone and amend the zoning code to allow for emergency shelters in at least one zone without a CUP or other discretionary action. If a local government's existing zoning does *not* allow emergency shelters without a CUP or other discretionary action, the Housing Element must require that such a zone be identified and approved within 1 year of adoption. Since the element was adopted on 26 April 2010, the new provisions must be in place by 26 April 2011 or the City will be ineligible for HCD grants until it is in place.

Attachments: The following attachments are provided (1) proposed revisions to Municipal Code §17.08 (Definitions) including a proposed new §17.08.115 to define 'Emergency Shelter'; (2) a proposed new section in Municipal Code §17.38 (Regulations) to create standards for emergency shelters in Bishop; and (3) a map that depicts the boundaries proposed for the new emergency shelter (ES) combining district.

CITY OF BISHOP
PROPOSED ORDINANCE
TO CREATE AN EMERGENCY SHELTER (ES)
COMBINING DISTRICT

DEFINITIONS

Sections:

[17.08.100 - Dwelling.](#)

[17.08.110 - Dwelling, multiple.](#)

17.08.115 – Emergency Shelter

“Emergency shelter” means housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. (Government Code Section 65582; Health & Safety Code Section 85801) “Emergency shelter” specifically does not include Residential Care Facility for the Elderly (Health & Safety Code Section 1569.2), Residential Care Facility (Health & Safety Code Section 1568.01), Community Care Facility (Health & Safety Code Section 1502), Residential Rehabilitation Hotel (Health & Safety Code Section 50519), Residential Living Unit (Health & Safety Code Section 1771), Group Home (Welfare & Institutions Code Section 11400) or other similar facility.

[17.08.120 - Dwelling, single-family.](#)

REGULATIONS

Sections:

[17.38.010 - Purpose.](#)

[17.38.020 - Applicability.](#)

[17.38.030 – Permitted Uses.](#)

[17.38.040 - Uses Expressly Prohibited.](#)

[17.38.050 – Standards and Requirements.](#)

17.38.010 – Purpose.

The ES emergency shelter combining district is intended to be combined with C-1, R-3 and/or R-3-P districts to permit a specified area in which emergency shelters will be allowed by right. The location of the ES emergency shelter combining district reflects a close association with, provides convenience to and/or is compatible with surrounding uses with a range of complementary services, including the availability of public transportation, basic goods and grocery stores, and social welfare facilities.

(Ord. ____ §____, 2011)

17.38.020 – Applicability.

The ES emergency shelter combining district may be combined with any C-1, R-3 and/or R-3-P district which in the judgment of the city council possesses the desired locational and site design characteristics as set forth in Section 17.38.050(A). All operators of emergency shelters, prior to commencing such operation, shall apply to the City Planning Department to assure that all standards and requirements set forth in Section 17.38.050 will be met.

(Ord. ____ §____, 2011)

17.38.030 – Permitted Uses

The permitted uses in an ES emergency shelter combining district include emergency shelters that comply with the standards and requirements set forth in Section 17.38.050 and associated supportive services. Such permitted uses shall be in addition to the permitted uses allowed by the underlying district with which the ES emergency shelter combining district is combined. If an ES emergency shelter combining district overlies more than one type of district (C-1, R-3 and/or R-3-P), then such additional permitted uses shall only be those which are permitted in the district which underlies the proposed project.

(Ord. ___ §___, 2011)

17.38.040 – Uses Expressly Prohibited.

Prohibited uses shall be those set forth in Section 17.48.030 for C-1 districts, those set forth in Section 17.36.030 for R-3 districts, and those set forth in Section 17.40.030 for R-3-P districts.

17.38.050 – Standards and Requirements.

A. Standards: Except as provided hereafter, standards shall be as provided in the underlying district. An ES emergency shelter combining district should have the following locational and existing or proposed site design characteristics:

- On-site and off-site improvements in substantial conformance with the development standards of the underlying district;
- Substantial amenities such as landscaped setbacks and attractive appearance;
- Minimum gross site area of 5,000 square feet or larger;
- Compatible physical relationship with the surrounding neighborhood.

B. Requirements: Any proposed emergency shelter located in an ES emergency shelter combining district shall operate under the requirements set forth below. Such requirements are in addition to any other requirements set forth in federal, state or local laws, rules, regulations, ordinances or policies.

1. Capacity: The maximum number of clients permitted in an emergency shelter is ten (10).

2. Vehicle Parking: the operator of an emergency shelter shall provide onsite vehicle parking as follows: one (1) parking space for each two (2) client beds.

3. Bicycle Parking: The operator of an emergency shelter shall provide bicycle racks that allow for the secure storage of bicycles. Bicycle racks shall accommodate at least one bicycle storage space for every five (5) client beds. All bicycle racks shall be on site and located in an area that is not visible from a public right-of-way.

4. Intake Areas: If the intake area of an emergency shelter is located onsite, the operator of an emergency shelter shall provide an enclosed interior waiting area. There shall be no outdoor queuing of potential clients.

5. Management:

(a). Onsite management. The operator of an emergency shelter shall provide an onsite management or support employee twenty-four hours per day year around. Only persons who are residential emergency shelter clients may serve as onsite management or support employees.

(b). Client restrictions. The operator of an emergency shelter shall conduct a background check on all prospective clients using Megan's Law database, and restrict client

intake if the operator determines that, based upon the information obtained from the Megan's Law website, such restriction is necessary to protect a person or persons at risk. An operator of an emergency shelter shall not intake any person as a client of the emergency shelter who that operator knows is a fugitive from justice, nor any person known by such operator to be a threat to the safety of other clients.

(c). Personal storage. The operator of an emergency shelter shall provide a private storage area or closet for each onsite bed. At no time shall any client keep on site any alcoholic beverages, or any type of illegal drugs or other illegal or dangerous substances, or weapons. An emergency shelter manager shall conduct routine at least weekly inspections of each onsite client's assigned personal space to verify compliance with the foregoing, and shall report to the police any client violation of this paragraph..

(d). Shower and toilet facilities. The operator of an emergency shelter shall provide toilets, sinks and showers onsite. The emergency shelter manager shall be responsible for ensuring that all restroom and shower facilities comply with the City's building code requirements. Separate and secured restroom and shower facilities shall be provided for men and women.

(e). Food service areas. The operator of an emergency shelter shall be responsible for ensuring that any food service or onsite meal preparation areas comply with all applicable requirements of the County Health Department.

(f). Outdoor storage. The operator of an emergency shelter shall screen all outdoor storage areas from view from all public rights of way and onsite parking lots. The emergency shelter manager shall ensure that all outside storage areas be maintained in a neat, clean and orderly manner at all times.

6. Proximity:

(a). An emergency shelter shall not be located within three hundred (300) feet of another parcel or lot with an emergency shelter.

(b). An emergency shelter shall not be located within five hundred (500) feet of any public school or day care center.

7. Length of Stay: the operator of an emergency shelter shall not allow any emergency shelter client shall be to stay for a period longer than six (6) months in any consecutive twelve (12) month period.

8. Hours of Operation: The operator of an emergency shelter shall establish and maintain set hours of operation for client intake and discharge. These hours shall be clearly displayed at the entrance to the emergency shelter at all times. In the event that an emergency shelter client is socially disruptive, a threat to the safety of others, or in violation of emergency shelter facility rules, the emergency shelter manager may proceed to discharge that client immediately.

9. Lighting: The operator of an emergency shelter shall provide nighttime lighting in all exterior parking areas and along the periphery of the building. All such lighting shall be screened from adjoining properties by down lights, hoods or similar means.

10. Security: The emergency shelter operator shall submit an onsite security plan to the Planning Department and to the Police Department. The emergency shelter operator shall be responsible for ensuring that the approved security plan is implemented at all times during the operation of the emergency shelter.

11. Inability to Pay: No individual or household may be denied emergency shelter because of an inability to pay.

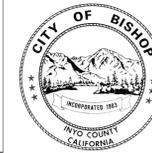
12. Signs:

(a). Exterior signs—C-1 District. Exterior signs in the portion of an ES emergency shelter combining district that overlays a C-1 district shall comply with standards for the C-1 district as set forth in Section 17.48.070.

(b). Exterior signs--R-3 and R-3-P Districts. Notwithstanding Sections 17.36.070 and 17.40.070, exterior signs in the portion of an ES emergency shelter combining district that overlays an R-3 and/or R-3-P district shall be permitted, solely for purposes of identifying the emergency shelter, up to a maximum area of nine (9) square feet.

(Ord. ___ §___, 2011)

DRAFT



ZONING MAP

of the City of Bishop

Adopted by City Council XXX 2011

Zone Areas		
Zone	Acres	%
R-1	186.18	17.3%
C-1	169.16	15.8%
P	157.72	14.7%
R-3	138.66	12.9%
O-S	85.36	7.9%
R-2000	74.99	7.0%
C-2	64.88	6.0%
M-1	64.58	6.0%
C-H	48.51	4.5%
A-R	30.87	2.9%
R-2000-P	11.05	1.0%
R-2	10.97	1.0%
C-H BP	10.79	1.0%
R-M	8.52	0.8%
R-3-P	8.09	0.8%
O-P	3.62	0.3%
Total	1073.95	

Overlay Areas	
Overlay	Acres
Downtown Core	13.79
Emergency Shelter	31.53

Legend

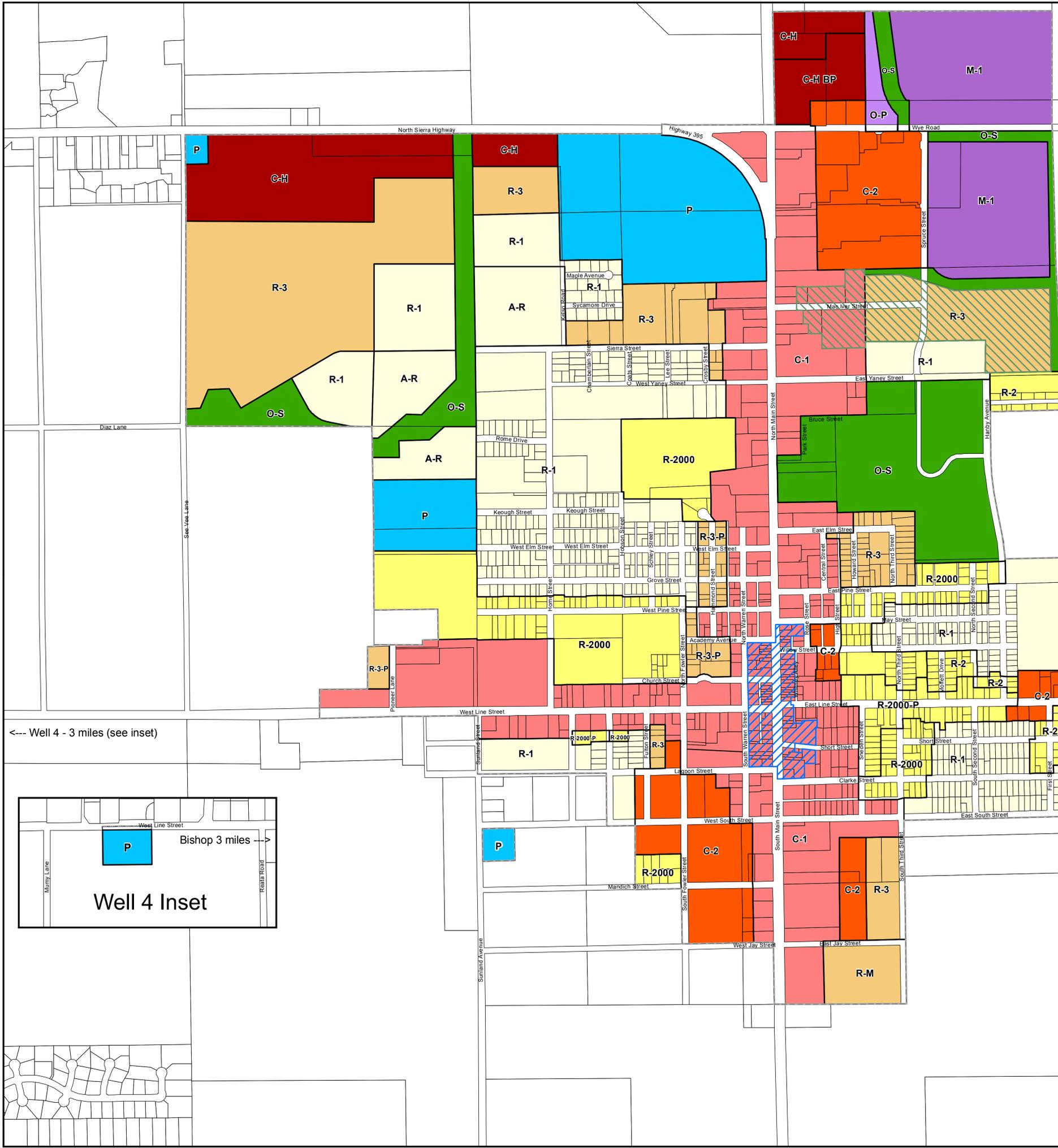
- City Limit
- Zone Districts
- Emergency Shelter Overlay
- Downtown Core
- Parcels



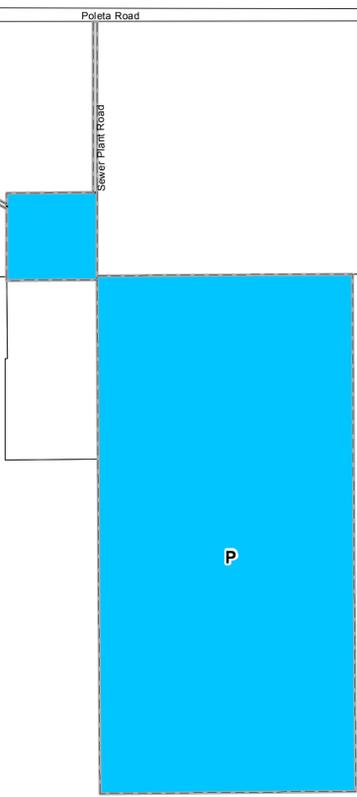
0 200 400 800

1 inch = 400 feet

Zone Categories	District Definitions
LOW DENSITY RESIDENTIAL	A-R Low Density Residential
MEDIUM DENSITY RESIDENTIAL	R-1 Single-Family Residential
HIGH DENSITY RESIDENTIAL	R-2 Low Density Multiple Residential
GENERAL COMMERCIAL AND RETAIL	R-2000 Medium High Density Residential
GENERAL COMMERCIAL	R-2000-P Medium High Density Residential and Offices
HIGHWAY COMMERCIAL	R-3 Multiple Residential
OFFICE AND PROFESSIONAL	R-3-P Multiple Residential and Offices
GENERAL INDUSTRIAL	R-M Residential Mobile Homes
OPEN SPACE	C-1 General Commercial and Retail
PUBLIC	C-2 General Commercial
	C-H Commercial Highway Services
	M-1 General Industrial
	BP Business Park
	O-P Office and Professional
	P Public
	O-S Open Space



<--- Well 4 - 3 miles (see inset)



CITY OF BISHOP GENERAL PLAN UPDATE PROJECT
2009 HOUSING ELEMENT COMPLIANCE TASK

**SCHEDULE FOR ADOPTION OF ZONING OVERLAY
FOR EMERGENCY SHELTERS**

(rev January 24, 2011)

TASKS	DEC 2010	JAN 2011	FEB 2011	MAR 2011	APR 2011
Develop Draft Schedule Refine Schedule	8	7			
Sandra provides 1 st draft of proposed zoning overlay text & draft news release to staff for internal review		7			
Staff provides preliminary review comments to Sandra		13			
Working Group meeting with IMACA to review and discuss emergency shelter provisions		13			
Sandra provides 2 nd draft PLUS 1 st draft of Categorical Exemption for internal review		20			
News release of upcoming Public Workshop		14-18			
Staff provides 2 nd review comments to Sandra		25			
PLANNING COMMISSION informational update on proposed text and zoning overlay		25			
PUBLIC INFORMATIONAL OPEN HOUSE on proposed overlay text and map			8		
Sandra provides to Gary the final Zoning Overlay text, CEQA doc., public notice			11		
City Council informational update to review concept & requirements (if permitted)			14 or 28		
Gary posts public notice of proposed Zoning Overlay			15		
City Council CEQA environmental Public Hearing on zoning ordinance amendment				28	
Planning Commission Public Hearing, develops recommendation for Council <i>NOTE: PC resolution includes recommendation for Categorical Exemption per CEQA §15061B3</i>				29	
City Council first reading for zoning overlay amendment					11
City Council second (final) reading for zoning overlay amendment					25